



Park, Recreation and Forestry

January 11, 2017

Dear Returning Staff:

We are quickly approaching that time of year again and have made some positive changes for this coming summer. We are working on a Reward and Recognition Program for our employees, switched our schedule, and we have some fun events planned for staff and customers. The Reward and Recognition Program will offer incentives for employees going above and beyond their normal job duties (picking up shifts, staying late, referring employees, etc.). The switches with the schedule will hopefully allow you to have more flexibility in hours (please see enclosed sample schedule). Full-time employees will still need to be available for all shifts (first, second, third, and filler) on any given day. If you have any questions whether you should reply as full-time or a sub, please contact us and we will be happy to help. This summer, Bay Beach will be celebrating its 125<sup>th</sup> Anniversary, and we have some family events planned, as well as a big birthday party.

We will open for weekends on Saturday, May 6, 2017. This season we will again be using FinTrac for scheduling purposes. If you have forgotten your employee ID number, please contact us and we will get that for you.

Please respond prior to March 1, 2017, by signing and returning the enclosed offer letter and direct deposit form (mandatory for all City of Green Bay employees). Please return these two documents in one of the following ways:

- Scan and email the documents to [elizabethna@greenbaywi.gov](mailto:elizabethna@greenbaywi.gov);
- Fax the documents to (920) 448-3393; or
- Mail the documents or bring in person to City Hall, 100 N. Jefferson Street, Room 510, Green Bay 54301.

You must return the enclosed forms by March 1, 2017, to be rehired for the position(s) being offered. If we have not heard from you by that date, another candidate will be selected to fill your position.

If you have any questions or scheduling concerns, please feel free to contact us at Bay Beach Amusement Park at (920) 391-3690.

We look forward to an amazing season!

Sincerely,

Jason Arnoldi  
Special Facilities Manager

Britney Burkart-LaBar  
Special Facilities Assistant Manager